# Letter of Award – Minor Construction Consultancy Services

## User guidance

Instructions in the sample text below have been highlighted in yellow. If highlighting is not visible, go to Tools/ Options then click on the View tab, tick the Highlight check box and click the OK button.

## Sample text for letter to the Consultant

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| --- |
| » insert the date  The Manager, » insert the name of the Consultant ABN » insert the Consultant’s ABN » insert the Consultant’s address  **» insert the Agreement name RFT No. » insert the RFT No.**  Letter of Award  The Principal accepts your offer dated » insert the date of the tender for the above Agreement, for the Agreement Price stated in Agreement Information item 6  Attached to this Letter of Award is your copy of the final Agreement Information, in which items 4 to 6 have been completed  Documents forming the Agreement are set out below.  **list the principals tender documents and the TENDER FORM PLUS ANY additional INFORMATION submitted BY THE CONsULTANT as required (E.g. Cover Letter , program etc**  Principal’s Tender Documents  Tender Form  Cover Letter  Program  Yours faithfully,  » insert the name of the person issuing the letter » insert the person’s position title, if relevant **for the Principal** |

## Guide Notes

1. The Agreement Information must be updated to include:

* the Consultant’s details in items 3 and 4
* the Agreement Price at the Date of Agreement, item 6.

1. The completed Agreement Information must be attached and issued to the Consultant with the Letter of Award.